



INSTRUCTIONS FOR PROCESSING FORM PW-9873C CONSENT TO ENCROACH OVER CITY EASEMENT

1. The Applicant will attach a recent survey sealed by a Registered Public Land Surveyor (State of Texas) clearly depicting all of the existing site, easement and right-of-way conditions. Ensure that no disclaimer statements appear on the survey such as "Surveyor has not abstracted property" or "deed, title and record search not performed", etc. Such surveys will not be accepted.
2. If the existing encroachment extends over 8 inches below the existing grade elevation, the Applicant will attach plan view and section detail drawings sealed by a Registered Public Land Surveyor (State of Texas) or Registered Professional Engineer (State of Texas) showing size, type piping material, location, depth and distances between all underground utilities and all existing encroachments. If an aerial easement is involved, all existing encroachments above the grade must be depicted on the section detail drawing as well.
3. If an encroachment is proposed, the Applicant will attach a complete site plan sealed by a Registered Professional Engineer (State of Texas) clearly depicting all existing and proposed site, easement and right-of-way conditions.
4. If the existing encroachment extends over 8 inches below the existing grade elevation, the Applicant will attach plan view and section detail drawings sealed by a Registered Professional Engineer (State of Texas) showing size, type piping material, location, depth and distances between all underground utilities and all existing encroachments. If an aerial easement is involved, all existing encroachments above the grade must be depicted on the section detail drawing as well.
5. In the space provided on page 1 of PW-9873C, the Applicant will describe easement(s) and encroachment(s). If additional space required for the description, state on the form, "See Exhibit A", etc. as necessary. If the encroachment(s) is existing, state the approximate length of time. If paving is included, state type, thickness and type and depth of subgrade materials. If concrete paving, specify control joints along the entire easement line(s) and transverse to the easement at 10 ft. on the center. State the street address and complete the legal description of the subject property and recordation information for the easement(s). ***TYPE OR PRINT LEGIBLY (SEE EXAMPLES IN SEPARATE SHEET):***
6. In the space provided at the top of page 3 of form PW-9873C, the Applicant will fill in the date and sign. The Applicant will type or print legibly their name, address and phone number in the spaces provided beneath their signature.

7. If an easement is designated as “Utility Easement” or not specifically designated otherwise, the Applicant will contact Center Point Energy and Southwestern Bell (SBC) and will obtain letters of approval or no objection from these Utility Companies and any other parties having legal interest in the subject easement(s). Original letters must be provided to the City. These letters may be provided after Utilities Maintenance approval rather than at the time of initial submittal, at the Applicant’s discretion.

SOME HELPFUL INFORMATION:

Center Point Energy Land & Right-of-Way Department (TRT-11)
PO Box 1700 Houston, TX 77251-1700
Attention: Julie Bray 713-207-1557
Linsey Williams 713-207-6211

Southwestern Bell Telephone Company (SBC) Right-of-Way
7602 Spring Cypress, Room #226 Spring, TX 77379
Jerry Ray 281-379-7524 or Amanda Burus 281-379-7518

Harris County Flood Control District Watershed Coordinator 713-956-3074
Harris County Flood Control District Property Management 713-684-4000

8.
 - A. In the spaces provided on page 4 of form PW-9873C, the Applicant will type or print legibly their name, the date and other pertinent data. The Applicant will have the form sealed by a Notary Public (State of Texas).
 - B. If the Applicant is the sole or joint owner of the private property, they will fill in the block(s) labeled “Individual”. If the Applicant is acting as an agent (attorney-in-fact) for the owner of the private property, the Applicant will attach an original signed, dated and notarized letter or power of attorney executed by the owner of the subject property, so designating the Applicant.
 - C. If the Applicant is an officer of the corporation and is designated by same to act for the corporation where the easement is located on corporately-owned property, the Applicant will fill in the block labeled “Corporation” and attach original signed, dated and notarized (1) Corporate Resolution Certificate and (2) Incumbency Certificate.
 - D. In no case will the Applicant fill in the block labeled “Public Works and Engineering”, which is reserved for City use.
9. The Applicant will submit completed and notarized original form PW-9873C, exhibits, surveys and construction drawings to Mr. Chauncey Conner, 1002 Washington, 3rd Floor to initiate processing. Original documents or certified copies are required. Fax submittals will not be accepted for processing. Encroachment requests will be processed in the order received. “Walk-Through” sign off of these requests is not permitted.

10. Following Utilities Maintenance approval, the Applicant will be contacted by Mr. Chauncey Conner to meet and initiate the final phase of processing. Original letters of approval or no objection from Utility Companies, etc. will be presented by the Applicant at this time, if not part of the initial submittal. The applicant will be given the complete submittal package and will record the entire package with the Harris County Clerk's Office located at 1001 Preston.
11. Following recordation with the Harris County Clerk, the Applicant will ensure that original documents are returned to Mr. Chauncey Conner for final approval and endorsement by the City. Form PW-9873C (Consent To Encroachment Over City Easement) is not valid without the Harris County Clerk's recording code and subsequent City of Houston endorsement.